



# UCD Library

An Leabharlann, An Coláiste Ollscoile, Baile Átha Cliath



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## UCD School of Information & Library Studies

### Library Information Resources Policy

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# School of Library & Information Studies

## Liaison Librarian: Carmel Norris

### 1.0 Introduction

The Information Resources Policy for the School of Library & Information Studies is designed to facilitate successful partnership between the Library and the School in the selection, management and promotion of information resources supporting the teaching and research interests of the School.

### 1.1 Application

This policy will inform School and Library decision-making in recommending items for purchase or deselection. The identification and implementation of key procedures and mechanisms will enable constructive review of existing resources as well as the selection of new resources targeted at areas of strategic growth in School education and research.

### 1.2 Audience

The policy is aimed at academic and research staff from the UCD School of Library and Information Studies and relevant staff from the UCD Library.

### 1.3 Policy Summary

This policy outlines procedures for selection, deselection and purchase of resources. Information on the HEA-IReL initiative is provided and the range of resources, as well as the scope of the collections, available to members of the School is described. Interdisciplinary relationships between the UCD School of Library and Information Studies and related schools are identified and library support for resource use to promote teaching and learning opportunities are outlined. Details of the Library budget are itemised and future trends which may impact on resource provision are included. The policy will be reviewed regularly by School staff and the Liaison Librarian.

## The Profile of the School of Library and Information Studies

### 2.1 Overview:

As a discipline and profession, information and library science (ILS) plays a critical role in the discovery of knowledge regarding the interplay of people, information, technology and social structures. It is an *infrastructure discipline* that impacts people's lives, facilitates science, engineering, medicine, business and other professions, and sustains societies. It

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includes research and education in: organization of information; information design; collaboration and knowledge management; information retrieval; human information behaviour; bibliometrics; information and library services; management of information organizations; information policy; digital libraries; social informatics (including technology evaluation and design); and public, children and special libraries. It has long played a valuable role in science and industry, education and democracy, cultural heritage, and regional economic development.

The School of Information and Library Studies at UCD is the only academic unit on the island of Ireland conducting research and providing educational programmes in information and library science. The school's mission is to:

- Create new knowledge regarding the interplay of people, information, technology and social structures, and share that knowledge with others;
- Educate professionals who are prepared to become leaders in information and library professions;
- Educate scholars who are prepared to conduct innovative research and innovative teaching.

Course offerings and staff research interests can be found on the School website at

<http://www.ucd.ie/sils/index.html>.

## 2.2 Career opportunities:

The undergraduate degree programmes provide students with practical and theoretical knowledge and skills that can be applied in many different careers, including librarianship, archiving, information management, information technology, research, marketing, business consultancy, public relations, journalism and publishing.

It is possible to obtain a **BA or BSocSci** degree in Information Studies or Information and Library Studies. Approximately 1200 undergraduate students take modules in the school each academic year.

The **Master of Library and Information Studies (MLIS)** and the **Graduate Diploma in Library and Information Studies (GradDipLIS)** programmes allow students to earn degrees that are accredited by professional organizations and internationally recognized.

These degrees qualify students to work as library and information professionals in the United States, Canada, Australia, New Zealand and throughout Europe. These programmes prepare students for dynamic careers as Chief Information Officers, Library Directors,

Information Systems Analyst, and Knowledge Managers in a variety of organizations.

Examples:

**Pharmaceutical companies** - information professionals develop and manage corporate information policies and processes throughout the drug development life-cycle, from (electronic) research lab notebooks to clinical trials to FDA applications to information dissemination to consumers and physicians.

**Hospitals** - information professionals develop and manage (electronic) patient records and public health information.

**Research and development / business organizations**, including start-ups, they are responsible for digital data management, internal document management, business intelligence scanning, information and patent searching, information technology evaluation and selection, and company web page design and content management.

Over 625 students take our graduate modules each year and 55-60 students complete the MLIS in the school each year.

Research-oriented postgraduate degree programmes include an MA, M Litt, and a PhD in Information Studies. Students who have graduated with these degrees work as research officers in government agencies, postdoctoral fellows and as university lecturers. There are currently 8 Mlitt/PhD students in the school.

Over the next 2-3 years the school will have 2-4 postdoctoral fellows each year conducting research in the school.

## 2.3 Research:

Staff research informs teaching, bringing innovative knowledge into the classroom, and provides academic colleagues, businesses, government agencies and professional organizations with new ways of approaching challenges.

Current research projects in the school focus on:

- Understanding the impact of information technology on marginalized groups in Ireland;
- Investigating new effective methods of providing health information in Ireland;
- Developing new techniques to search digital information stored in multiple databases; and

- Developing new theories and technology to support collaboration across organizational, disciplinary and geographic boundaries in a variety of domains, including emergency health care and industry-academic partnerships.

This research contributes to three UCD strategic themes, Global Ireland, Health and Healthcare Delivery, and Information, Computation and Communications.

Current external research funding includes grants from Science Foundation Ireland, IRCHSS, the Motorola Foundation, Nederlandse Taalunie, The Hague and Canada's Faculty Research Programme. Previous research funding includes grants from the National Library of Medicine, European Science Foundation, EU Framework Programme 7, National Science Foundation as well as funding from private foundations and corporations.

The UCD Bibliometric Study (1998-2007) published in 2009 illustrated that research in the school is making a positive impact. The CPP/JCSm indicator compares the impact factor of a research unit's papers to the mean impact of all articles published in the journals in which the research unit has published its papers. When CPP/JCSm is above 1.0, the mean impact of a research unit's papers exceeds the mean impact of articles published in the same journals. For the ISI subject category of information science and libraries, the CPP/JCSm indicator for our school was 1.98. For the category, computer science and information systems, it was 1.48. Both results were judged by the report authors to be "very high". When CPP/JCSm is above 1.0, the mean impact of a research unit's papers exceeds the mean impact of articles published in the same journals.

From July-December 2009 the school's academic staff produced 15 refereed publications, 4 refereed conference presentations and 4 invited talks. From January 2010 to March 2010 the school's staff published 2 books and 2 articles, and gave 2 conference presentations. That is, in 9 months academic staff produced 4 research outputs on average per FTE.

Academic staff also have editorial positions on major international journals in the field, including *JASIS&T* and *Information Research*.

### 3.0 Scope

The scope of the collection of resources will reflect the School's teaching and research activities and resource management will be facilitated by the relationship between the School and the Liaison Librarian.

### 3.1 Location:

The majority of physical resources are located on Level 2 of the James Joyce library. A small collection in computer science and printing materials are located on Level 4 of the James Joyce Library.

### 3.2 Classification:

UCD Library uses the Dewey Decimal system to classify material in all formats. The primary classification range for Information & Library Studies is 020-028;

Dewey Decimal Classification			
Library & information sciences	020	Subject analysis and control	025.4
Organizations and management	020.6	Dewey Decimal Classification	025.431
Relationships of libraries, archives, information centers	021	Universal Decimal Classification	025.432
Educational Role	021.24	Library of Congress Classification	025.433
Cultural Role	021.26	Services to users	025.5
Informational role	021.28	Reference and information services	025.52
Relationships with other educational institutions	021.3	Information search and retrieval	025.524
Cooperation and networks	021.6	Information Behavior	025.524
Union Catalogs	021.642	Information Literacy	025.56
Promotion of libraries	021.7	Circulation services	025.6
administration of the physical plant	022	Interlibrary loans	025.62
Buildings	022.3	Maintenance & preservation of collections	025.8
Stacks and shelving	022.4	General libraries, archives, information centers	027
Operations of libraries, archives, information centers	025	Public libraries	027.4
Digital Libraries	025.00285	Government libraries	027.5
Automated information storage and retrieval systems	025.04	College and university libraries	027.7
Administration	025.1	School libraries	027.8
Collection development & acquisition	025.2	Children's Literature	028.5
Censorship	025.213	Publishing	070.5
Bibliographic analysis and control	025.3	Printing	686
The Catalog	025.31	XML	005.72
Descriptive cataloging	025.32	HTML	005.75
Cataloging, classification, indexing	025.34	Systems analysis & design	004.2
		Computer programming	005.1

### 3.3 Dissertations and theses:

In accordance with university regulations, the Library receives copies of all major doctoral and research theses submitted to University College Dublin. The collection comprises mainly doctoral and Master's theses by research. For more information, see the Library

website at [http://www.ucd.ie/library/finding\\_information/our\\_collections/theses/](http://www.ucd.ie/library/finding_information/our_collections/theses/). Minor theses are held in the School of Library & Information Studies. The School has requested that minor theses be included in future Library /University policy of storage of electronic theses

### 3.4 Reference Resources:

The reference collection for the School provides both print and electronic resources and reflects the Library's policy requirement ([UCD Library Information Resources Information Policy](#) section 3.2.1) "to increasingly make information resources (notably...reference materials) available electronically". Notable resources for SILS are the Routledge [online] Encyclopedia of Library & Information Sciences and the Morgan & Claypool Computer & Information Science Collection Two ( an ebooks package containing access to 50 lectures in Computer & Information Science collection 2 ; print and electronic material for the research and development communities in science and technology).

### 3.5 Legal Deposit

The Copyright Act 1963 designates UCD Library as a legal deposit library for printed material published in the Republic of Ireland. These items are integrated into the relevant Library's collections wherever possible or stored in closed access.

### 3.6 Official Publications & European Documentation Centre:

The Law and Official Publications Collection is located on Level 2 of the James Joyce Library and comprises law books, journals and law reports. Official Documents from Irish, UK and US governments as well as International Agencies such as the ILO and the United Nations, are held in this area.

The European Documentation Centre [established by the EU in 1963] is part of the Law Library and holds official publications and documents of the institutions of the European Union.

## 4.0 Budget

A resource allocation model (RAM) divides library funding among the schools and across funds to maximize the purchase of targeted items to support both research and teaching. The fund designation for the School of Library & Information Studies is currently as follows:



- A reading list fund: to purchase items on reading and resource lists for modules across UCD
- A research monograph fund: to purchase monographs required for research areas represented within the 5 Colleges of UCD
- A general fund: to purchase items which are not represented by either the Research fund or the Reading List fund but which would materially enhance the teaching and research work of the school. Purchases may include electronic resources not requiring yearly subscriptions.

Other sources of funding:

(a) A number of multi-disciplinary electronic resources are purchased via a top-sliced Library fund dedicated to the purchasing of items not tied to the teaching or research of one particular school

(b) The Irish Research e-Library (IReL) funds a number of significant databases of relevance to the School, including Academic Search Premier, Blackwell Synergy, LISA and Cambridge Journals Online. Payment for IReL funded resources does not come out of the School's budget. (See also page 11, and Appendix 1 for a full listing of relevant IReL resources to the School of Library & Information Studies ). Further information on IReL is available on its website at <http://www.irelibrary.ie> .

## 5.0 Selection of Resources

School-Library Liaison Representative (SLLR): Dr Clare Thornley

### 5.1 Partnership between School and Library

The SLLR, a primary point of contact with the School will work closely with the Liaison Librarian to co-ordinate library purchases across the School, in consultation with colleagues from the School of Information & Library Studies. The purchase of materials in all formats will be based on a proactive partnership to ensure an up-to-date, balanced and representative collection.

### 5.2 Procedure for purchase

Please see Appendix 2, for a diagram illustrating the book ordering process.

**5.2.1 Items recommended for purchase** should contain as much detail as possible including title, author, date, publisher and ISBN. Requests to support the

School's teaching and learning must specify the name of the academic concerned, module name, the estimated number of students taking the module, programme name and year of the programme. See Appendix 3 for flow chart on decision making process for purchasing textbooks.

### 5.2.2 Research material:

Material required to support School research will be purchased when possible. Purchase requests will be based on the research interests of the School, as outlined on page 4 and 5 above.

### 5.2.3 Module and Programme support:

The Library will continue to actively review its resources to ensure that modules and programmes at undergraduate and postgraduate level are adequately supported and that the impact on library resources can be correctly assessed. To ensure the timely purchase of resources, the Liaison Librarian will need to be informed as soon as possible about the following:

- The introduction of new modules
- Major modification to existing modules
- The introduction of new programmes
- Current modules on offer in each programme for the new academic year
- The introduction of new methods of teaching (e.g. Enquiry-Based Learning)

The Liaison Librarian monitors usage of the collection and will order replacement /extra copies of items due to:

- Damage
- Loss or theft
- Multiple requests for an item over a short period of time
- User need based on information received from Information Desk, Library
- Suggestion Books and online queries

Providing the Liaison Librarian access, at student level, to all Blackboard modules in the School facilitates the review of resources required for the support of programmes within SILS. The confidential nature and copyright of materials posted in Blackboard will be respected at all times.

## 5.2.4 Reading list items

Reading lists will be given to the Liaison Librarian prior to the start of each semester, using the agreed procedures for collection of module reading lists. Where possible, items on reading lists will be purchased and placed in the most appropriate collection area (General collection or long loan, Week loan, or Short Loan Collection), depending on class size and numbers of copies. For items that are difficult to source or quite expensive, the “4Here” Collection, formerly called the Reserve Collection (i.e. Library use only) will be used. Items will be moved between collections, as required, to facilitate maximum use of resources by users. The average turn-around time for ordered items to appear in the Library is 4-6 weeks. The Liaison Librarian will also facilitate the purchase of urgent items when necessary. Requests for reading list items should be made in a timely fashion to ensure that items are available to users once the semester begins. At present, there are some financial constraints in the library budget as a result of university cutbacks and the wider national economic situation. The School will be kept informed of the library’s financial situation and included in the strategies used to purchase and maintain resources.

## 5.2.5 Multimedia materials:

Based on School requests and in support of the UCD Library’s Information Resources Policy (section 5.1), the Liaison Librarian will facilitate the purchase of relevant multi media material and this currently includes the purchase of DVDs.

## 5.2.6 Electronic Resources

As identified in UCD Library’s Information Resources policy, it is Library strategy to move towards electronic information provision where possible. The Liaison Librarian and academics in the School of Information & Library Studies Library will continue to identify relevant electronic databases which support the work of the school.

Most library electronic material is available, both on and off campus, via Findit @ UCD Library.

- Individual databases and electronic journals are accessible in an A-Z listing via Findit by selecting the Database and Journals tabs.
- Electronic material is also available via the “My Library” tab in UCD Connect.

### 5.2.7 Irish Research e-Library (IReL)

UCD Library users have benefitted from the availability of electronic resources provided by the IReL initiative, a joint funding initiative by Science Foundation Ireland (SFI) and the Higher Education Authority (HEA) to substantially increase the range of resources available to Irish university libraries.

These IReL funded resources are reviewed regularly and subscriptions are based on a “value for money” model - using usage statistics as a measure of “value”. Ongoing promotion of these resources to students and staff, by both the School of Information & Library Studies and UCD Library is therefore required to maximize usage, and so ensure, where possible, continued funding of these resources by IReL.

A complete list of IReL funded resources can be found at

<http://www.irelibrary.ie/resources.aspx>

Key databases, of relevance to School of Information & Library Studies funded by IReL include:	
Academic Search Premier	Irish Times Digital Archive
ACM Digital Library	JSTOR
Blackwell Synergy	Oxford Journals Online
Business Source Premier	Project Muse
Cambridge Journals Online	Sage Journals Online
Cambridge Scientific Abstracts [LISA]	Taylor & Francis Journals

Appendix 1 also lists multi-disciplinary resources funded by both the Library and IReL that may also be of benefit to the School of Information & Library Studies

### 5.2.8 Journals:

To ensure that journal titles to which the School subscribes reflect current teaching and research interests, print and electronic subscriptions will be reviewed as required, but at a minimum of every five years. Interdisciplinary resources, of interest to the School, accessible via IReL or funded by other Schools may not be cancelled by the School of Library & Information Studies. The review process will be a collaborative endeavour between the Liaison Librarian and the School representative and will consider:

- Current holdings
- School teaching and research interests
- Impact factors
- Online availability
- Cost
- Savings

Requests for purchase will mirror the review criteria above. When suggesting a journal title for purchase, please provide the Liaison Librarian with the journal name, subject matter and intended audience. In keeping with Library policy (Information Resources Policy, 3.2 and 3.3), new titles are purchased in electronic format where possible.

## 6.0 Relationships with other Schools, Colleges, and Universities

Interdisciplinary teaching and research is significant across the School of Information & Library Studies, notably with Computer Science, Social Science, Nursing, civil Engineering and in the Arts both within UCD and internationally. Interdisciplinary and international links will be increasing in the future.

## 7.0 Special Collections

Special Collections contains items inherited by UCD's antecedent institutions, the Catholic University of Ireland and the Royal University of Ireland, and consists of items mainly published before 1851. In some cases, items of significance from 1851 onwards are also collected. It also holds named collections which were bequeathed or purchased from individuals. Most of these collections are 20<sup>th</sup> century collections. The special collections reference area contains new books which complement and contextualize the material in

special collections. Some manuscript collections are also held, reflecting the prevalence of the manuscript in Ireland up until the 19<sup>th</sup> century. The website contains further information and is accessible at [http://www.ucd.ie/library/finding\\_information/special/](http://www.ucd.ie/library/finding_information/special/).

Much of our collection would be of particular interest and use to those studying **Rare Books** **Curatorship** and the **History of the Book** at the MLitt and PhD levels. Special Collections includes examples of early printing, both Irish and continental, including incunabula. The oldest item dates from 1477. Our reference section contains books pertaining to book history, bibliography, printing and typography. Collections of interest to SILS include:-

### **Printed Material:**

- Examples of early Irish printing
- Early editions of writers e.g. Jonathan Swift and Oliver Goldsmith
- A number of Joycean first editions, including a signed and dedicated first edition of *Ulysses*
- The Curran book collection containing Irish texts of the early 20<sup>th</sup> century, including works by WB Yeats, George Russell, James Stephens and Lady Gregory
- The John Lincoln Sweeney collection containing English, American, and Anglo-Irish writers in first and early editions with many containing inserts and notations
- The Manning collection containing a collection of children's adventure books and stories and nineteenth and early twentieth-century publishers' bindings. This collection is complemented by ongoing collecting of contemporary Irish children's literature

## **8.0 Donations**

The following donations of material are welcome:

- Books / book collections to supplement and/or augment holdings in the General Collection.
- Rare books, signed books and first editions to strengthen Special Collection holdings
- Statutes and other material of interest to Irish legal history.

The Library will manage the donated material as appropriate and as reflected in the [UCD Library's Donations policy](#).

## 9.0 Library Support for resource use

The Library is committed to supporting the promotion and use of all information resources. To this end, the Liaison Librarian will continue to work with library colleagues and academics to maximise exploitation of key Library & Information Science sources using accepted international frameworks for information skills delivery to support undergraduate teaching, academic research and postgraduate studies.

The Library will work with the School to:

- Identify the level and detail of training required
- Identify a suitable place within the timetable to deliver training at point of need
- Identify the most suitable delivery mechanism
- Evaluate the training's impact on assignment quality via assessment

## 10.0 Stock Review

In line with UCD Library policy (section 12.2 of the Information Resources Development Policy), print resources are reviewed regularly to ensure currency and relevance. As a result, decisions will be made in conjunction with the School regarding the permanent disposal of items as well as the removal of items from the open shelves to closed storage.

## 11.0 Future Considerations

The Library is committed to aligning the provision of information resources to the strategic priorities of the School. Identification of best practice will facilitate effective resource management to support the teaching and research of the School. Issues impacting on current planning include:

- Future trends in social science research.
- The development of inter-disciplinary and thematic research
- The provision of lifelong learning and information skills to library users

## 12.0 Review of Policy

This policy is intended to be an active document designed to help with information resource development and assessment in support of School teaching and research priorities. The Head of School (or the designated Library liaison) and the liaison librarian will review this document on an ongoing basis to ensure its relevance to School interests. The liaison librarian, Carmel Norris, ([carmel.norris@ucd.ie](mailto:carmel.norris@ucd.ie)) welcomes comments and suggestions regarding the evolution of this policy

## 13.0 Contributors

### ***UCD School of Information & Library Studies***

Dr. Clare Thornley

Prof. Diane H. Sonnenwald

Dr. Crystal Fulton

Dr. Barbara Traxler-Brown

### **UCD Library**

Ms Carmel Norris, Liaison Librarian

Ms Ursula Byrne , Head of Library  
Academic Services ( Humanities &  
Social Sciences)



## Appendices

### Appendix 1 - Irel and Library funded resources

#### IReL Resources of interest to School of Library & Information Studies

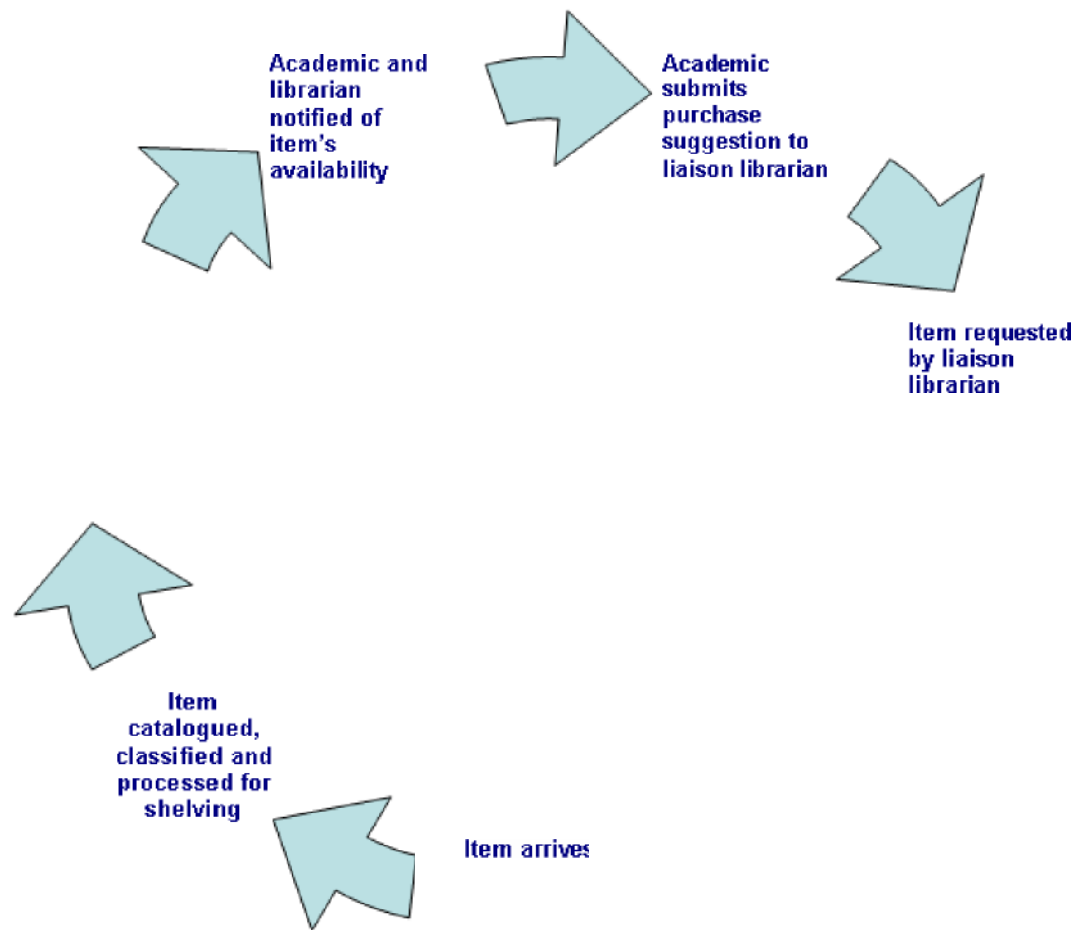
- Academic Search Complete (EBSCO)
- ACM Digital Library
- Annual Reviews
- Business Source Complete (EBSCO)
- Cambridge Journals Online
- Education Index (Wilson)
- Emerald Management Xtra
- Index to Theses
- Informaworld (Taylor and Francis)
- Irish Newspapers Archives
- Irish Times 1859- via ProQuest Historical Newspapers
- JSTOR
- Library, Information Science & Technology Abstracts with Full Text (EBSCO)
- Nexis UK
- Oxford Dictionary of National Biography Index , Reference
- Project Muse
- ProQuest Dissertations & Theses (PQDT)
- SAGE Journals Online
- Web of Knowledge Cross Search (ISI)
- Wiley Online Library

#### Library funded resources

- British National Bibliography (BNB)
- Current Awareness Abstracts
- Dictionary of Irish Biography
- Directory of Open Access Journals
- Encyclopedia of Library and Information,
- ERIC (CSA)

- IEEE Xplore
- International Bibliography of the Social Sciences (Proquest)
- LISA: Library and Information Science Abstracts (CSA)
- Morgan & Claypool Computer & Information Science Collection Two
- Safari Books Online
- ScienceDirect - Journals (Elsevier)
- SCOPUS (Elsevier)
- SwetsWise

## Appendix 2: Book Ordering Process



## Appendix 2: Textbook Decision Making Process

